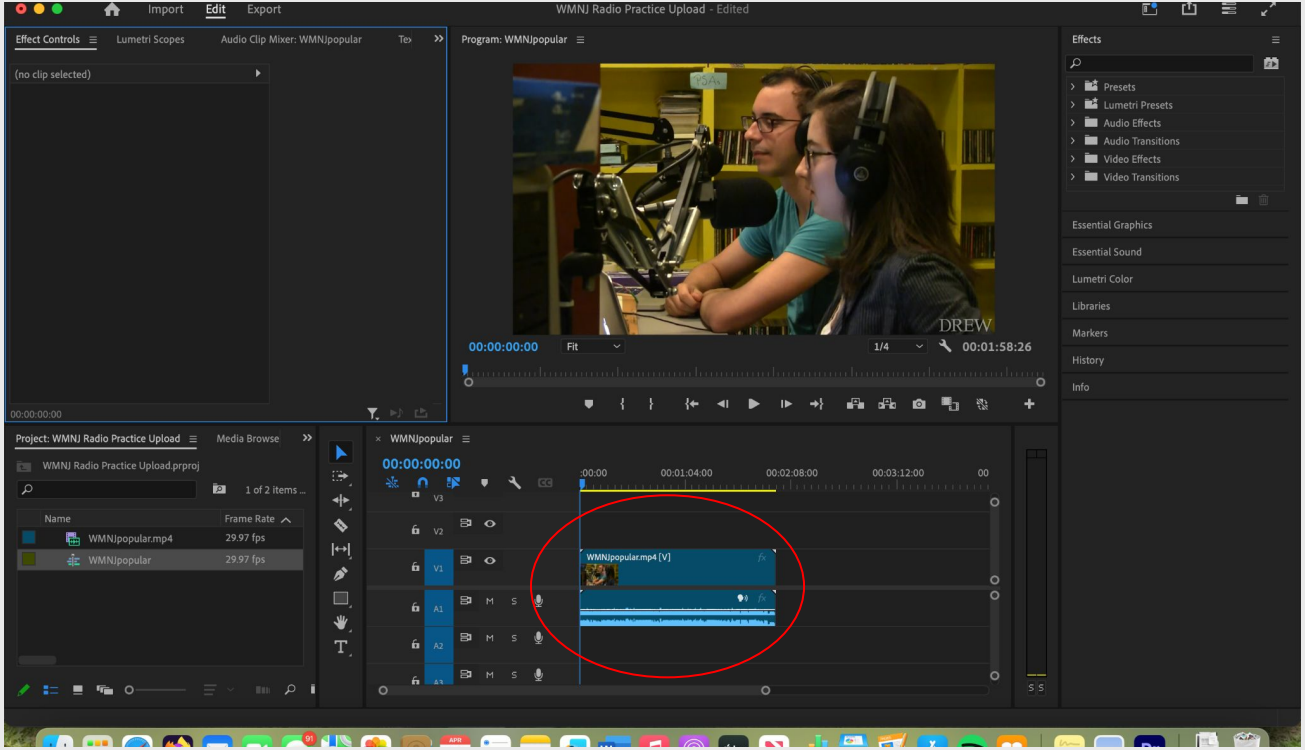
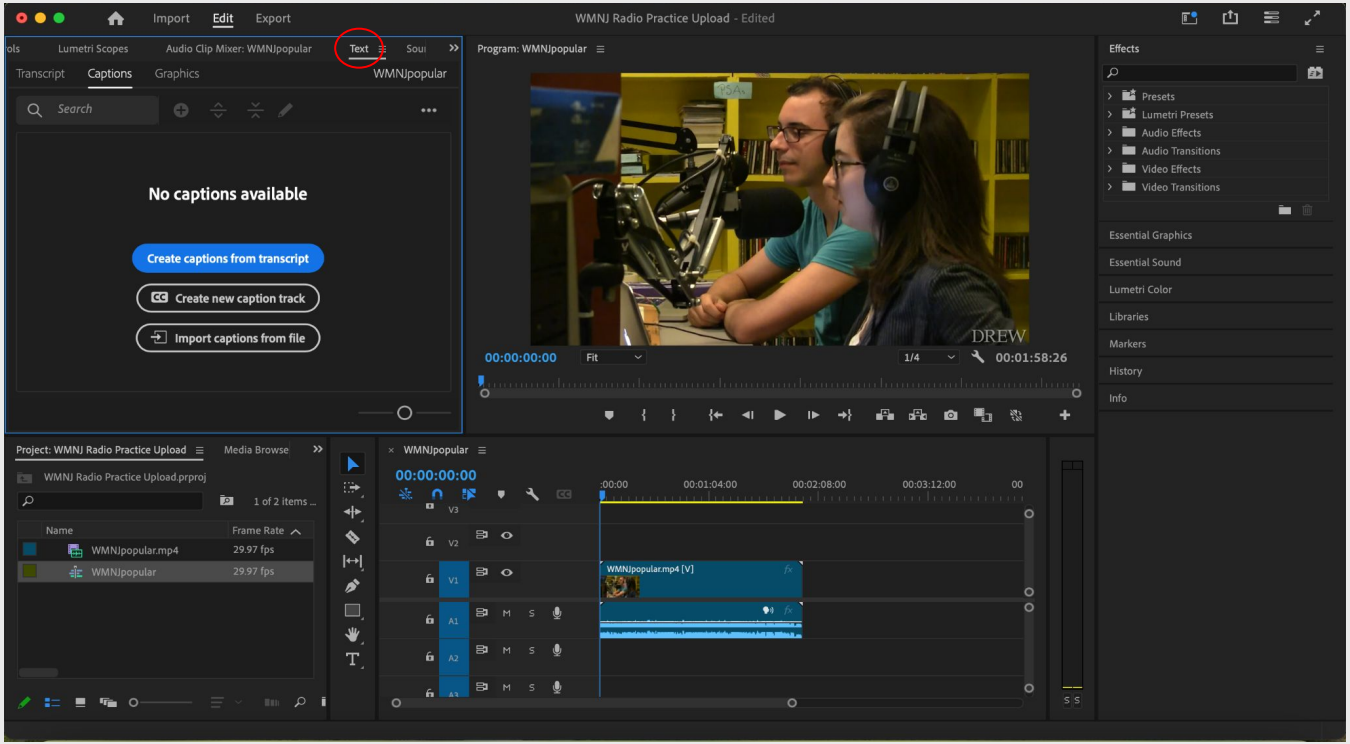
Submitting an SRT file to DUPA

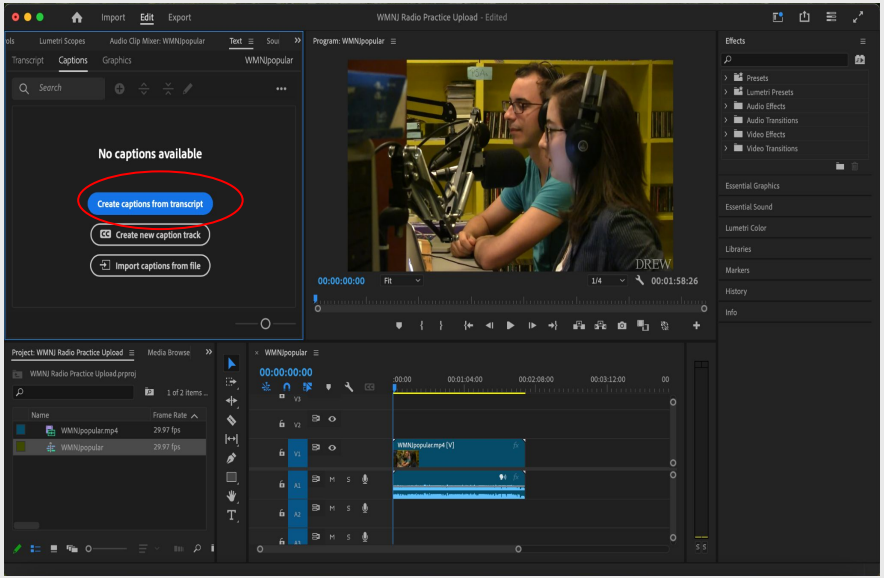
First. Import your file to a new project in Adobe Premiere Pro

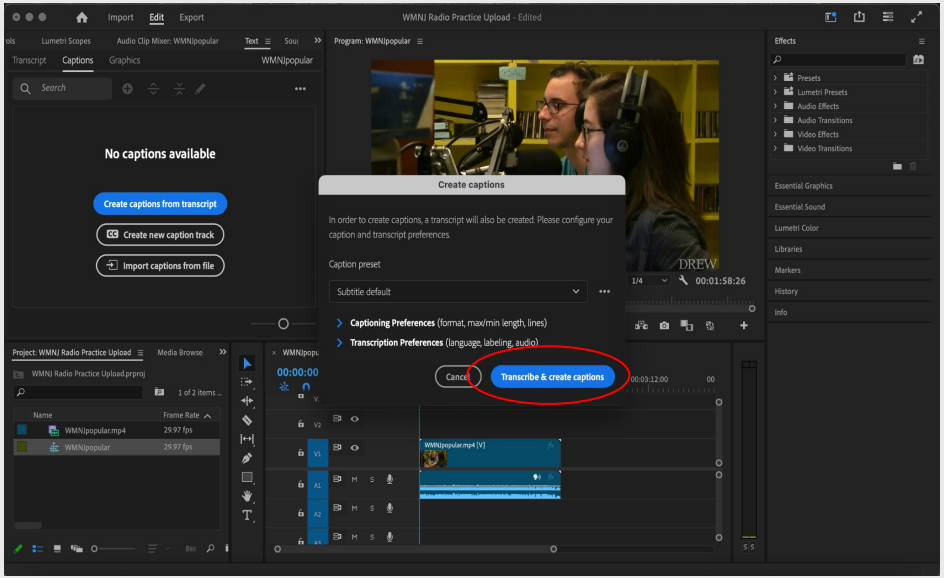


Second. In the window in the top left hand corner, select the tab marked ‘Text’

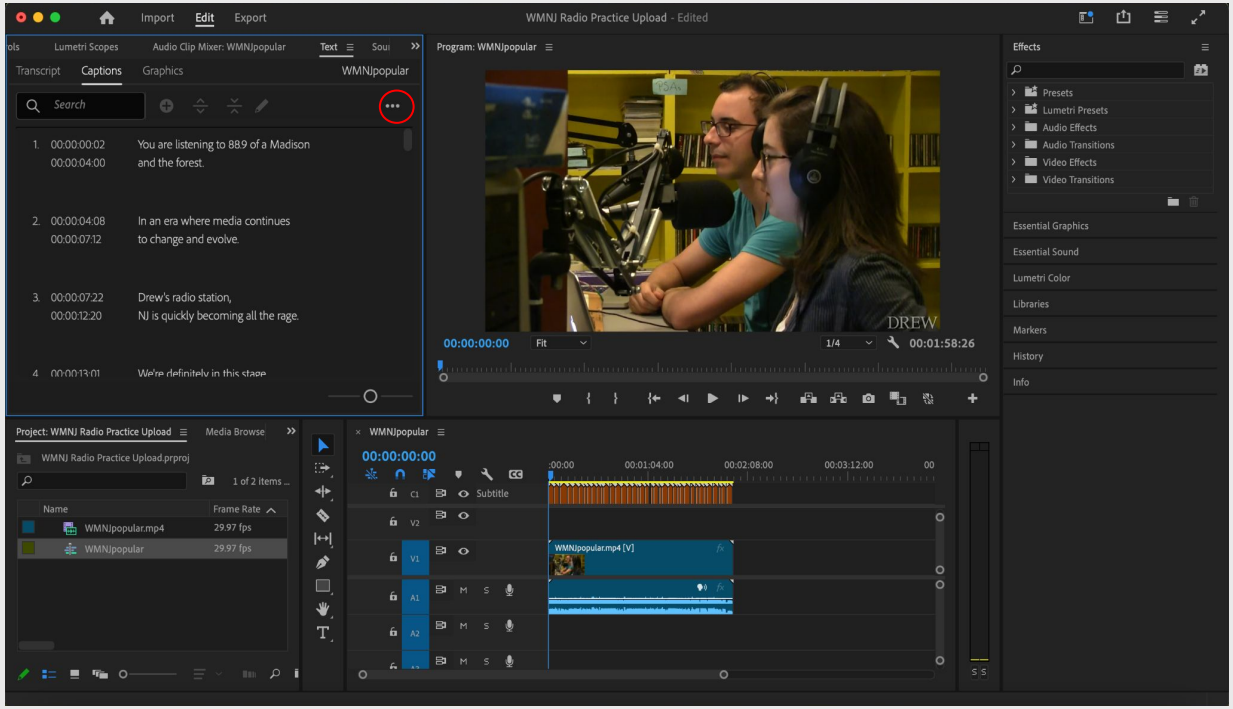


Third. Click on the option marked ‘Create captions from transcript’ and then click on ‘Transcribe & create captions’ on the pop-up window

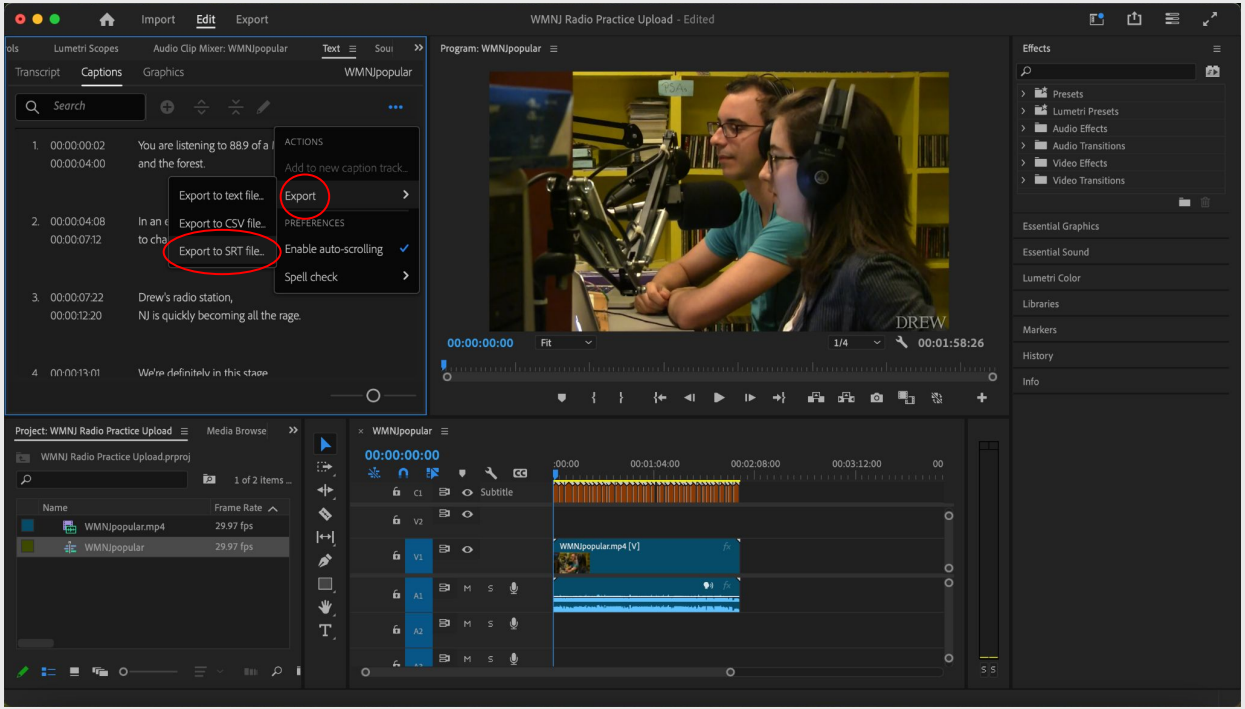



No captions available
Create captions from transcript
Create new caption track
Import captions from file
Create captions
In order to create captions, a transcript will also be created. Please configure your caption and transcript preferences.
Caption preset
Subtitle default
Captioning Preferences (format, max/min length, lines)
Transcription Preferences (language, labeling, audio)
Cancel
Transcribe & create captions

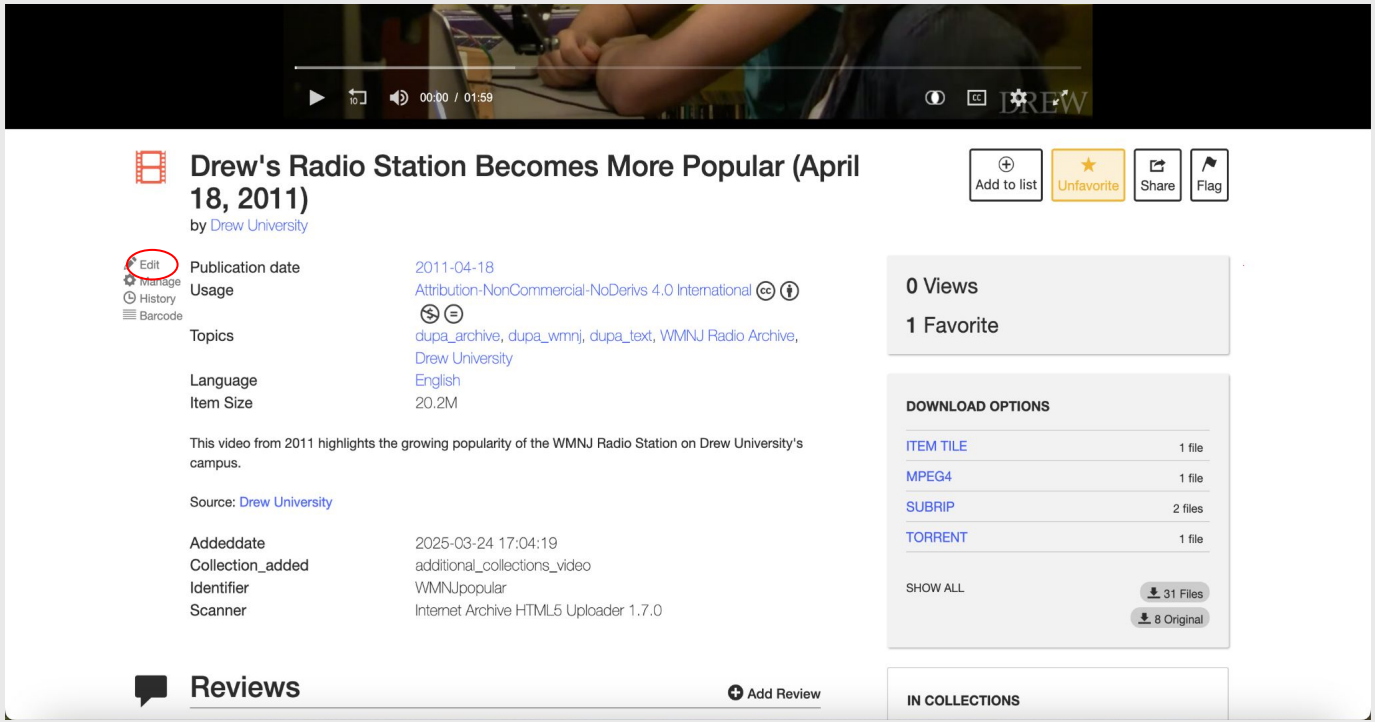
Fourth. Once you have made any edits, Click on the three dots in the top right hand corner of that window.



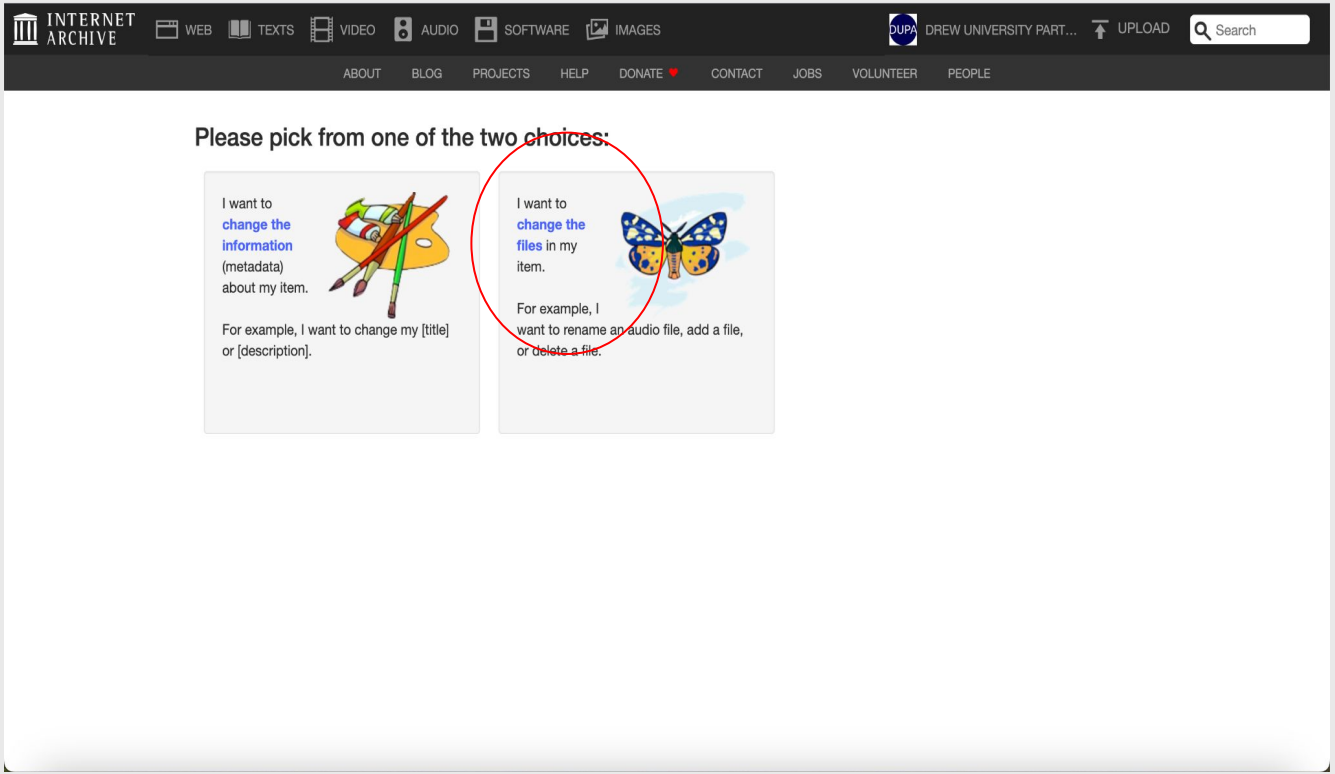
Fifth. Under the option titled ‘Export’, click on Export to SRT file. Name your file, choose where to save it, and click ‘Save’.



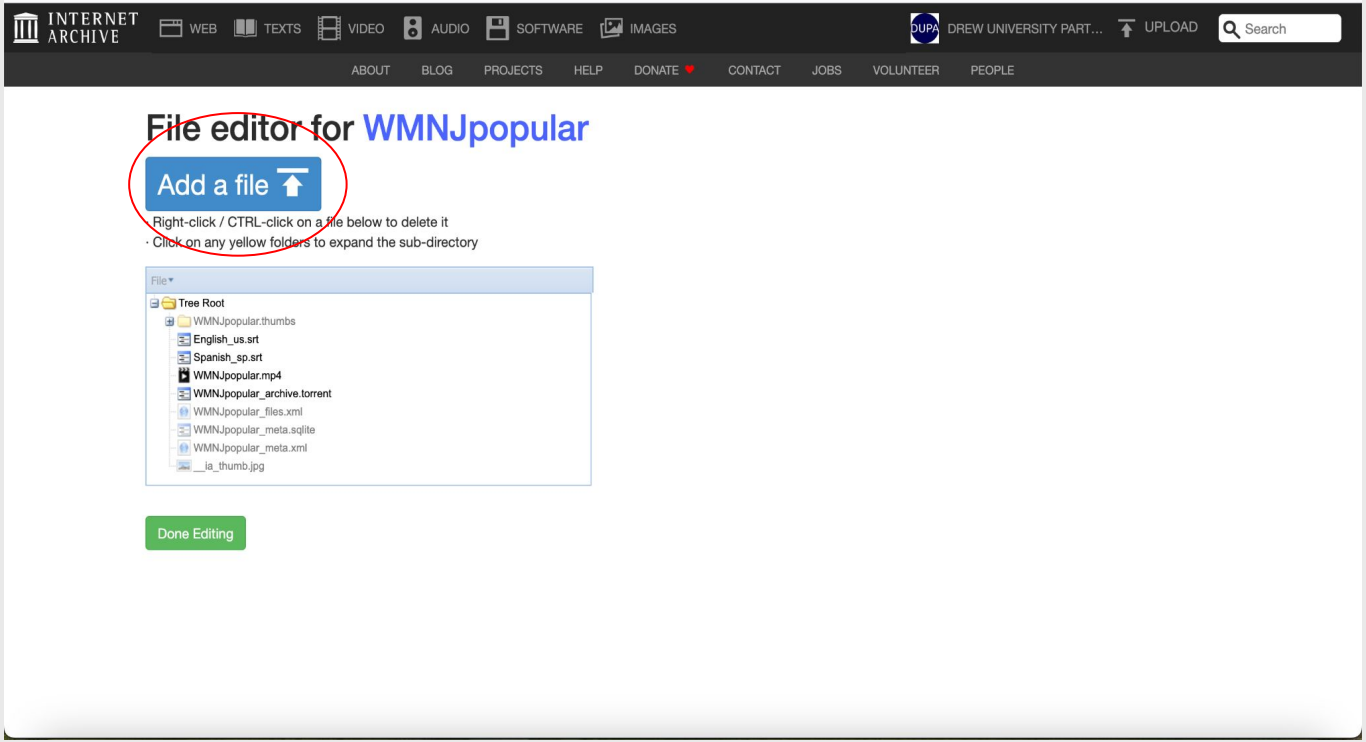
Sixth. On your file's DUPA page, click on 'Edit' in the left hand side of the page.



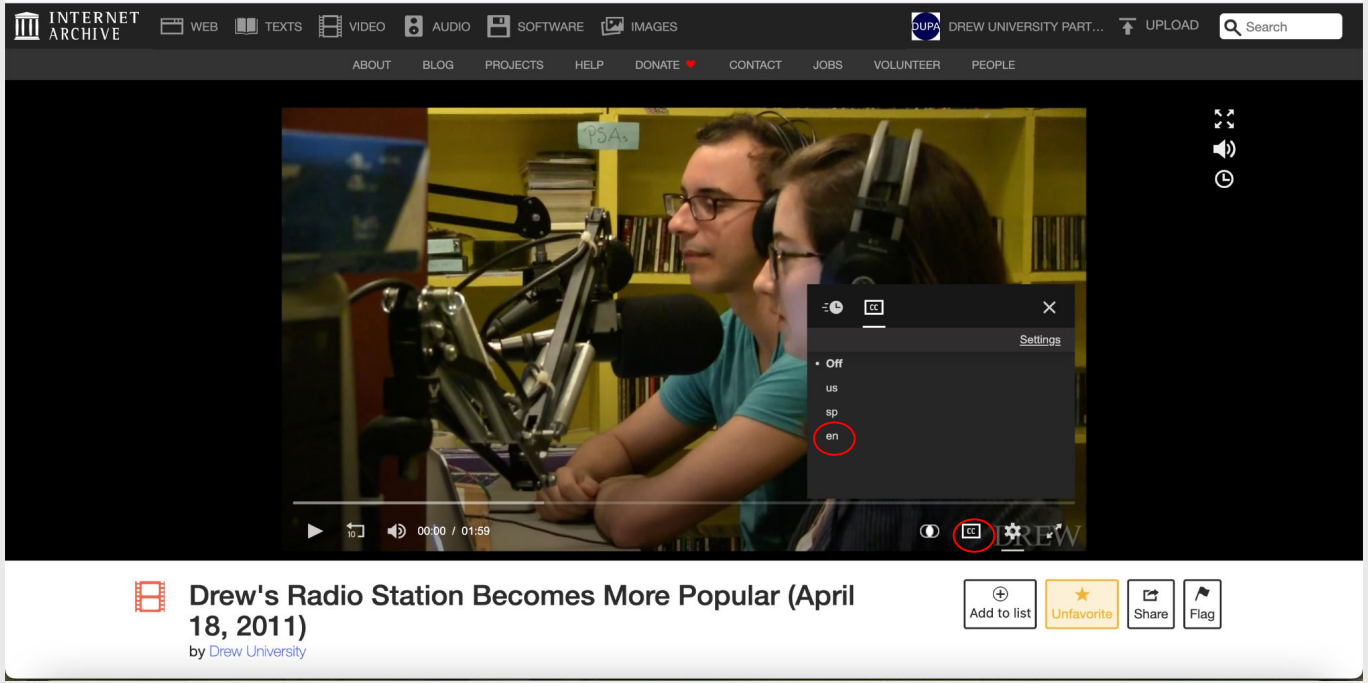
Seventh. Click on the ‘I want to change the files in my item’ option.



Eighth. Click on the ‘Add a file’ option. Add your SRT file and click ‘Add files to existing item’. The website will automatically redirect you to your file’s page.



Lastly. Play your file and click on the option marked ‘CC’ in the bottom right corner of the video. Your SRT file will appear as the optioned labeled ‘en’-- English.



CONGRATULATIONS!!

You have successfully uploaded your SRT file!!

Read on if you would like instructions on how to create a foreign language SRT file.

Translating captions

1. If you would like to translate the captions in your SRT file, simply open the SRT file in a Word document. Copy and paste all of the information from that document into a new document.
2. Change all of the captions from its original language to the language you want to translate it to. DO NOT CHANGE THE TIME STAMPS!
3. Save the document, title it something relevant like [filename]_translation_sp (spanish)
4. Find a free-to-use word document to srt file converter online
   - e.g https://toolslick.com/conversion/subtitle/docx-to-srt
5. Download the new srt file and follow the same upload instructions as you did for the original srt file.
6. Double check to make sure that the translated captions work on the video file.
7. Success!